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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 21 May 1953

FROM : Chief, Real Estate & Construction Division

SUBJECT: Weekly Activity Report
15 May to date1. General:

- a. Space for I&S [REDACTED] (Continued item -
17 May 1953) No change. 25X1A6a
- b. Quarters for Commo Personnel on [REDACTED] Meeting
held with AD/CO and Chief, [REDACTED] regarding quarters.
Leasing of existing quarters by Government to be re-
commended. (Proposed T/O to reach 220). 25X1A6a
25X1A6a
- c. Preparation of Agency Regulations:- Continued progress. 25X1A7b
- d. Eight additional dependent houses for [REDACTED] 25X1C4c
- (1) Contracting Officer, [REDACTED] was advised to extend
termination of work on second group of eight houses to
31 May 1953. 25X1A6a
- (2) Logistics representative in [REDACTED] advised to delay
obtaining local bids until further notice. 25X1A5a1
- (3) Matter discussed further with representative of
[REDACTED] in an endeavor to
obtain a reasonable lump sum price for completion of
second group of eight houses. [REDACTED] will be ready to
present lump sum price on or about 25 May. 25X1A5a1
- (4) In event reasonable price cannot be obtained from
[REDACTED] local bids will be obtained. 25X1A5a1

*Det. in
G.I.*

2. Projects and Studies in Process:a. Construction & Utilities:

25X1A2g

- (1) Project [REDACTED] (Commo):- Construction progress
continuing. Scheduled for completion during
August. Pending revision: (a) sewage systems
at the two sites; (b) power supply at [REDACTED]
and (c) deisel installations at the two sites. 25X1A6a

25X1A2g

- (2) Project [REDACTED] - (Continued
item - 23 April 1953) No change.

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FOIAb3b1

(3)

(a) Three bids received (21 contractors solicited). Two bids were below estimate and the other slightly above. Bids are being reviewed prior to contract award.

(b) Drawings, specifications, and other prebid documents for antennas and power cable were sent to [REDACTED] for soliciting of bids on 21 May.

25X1A6a

(c) Access road surfacing contract to be negotiated at site prior to end of Fiscal Year 1953.

25X1A2g

(4) Project [REDACTED] (Training):- Representative of Construction Engineering Br. with representatives of Q/TR and I&S at site preparing construction estimate in cooperation with [REDACTED]. Estimated time two weeks.

25X1A1d

25X1A2g

(5) Project [REDACTED] :- (Continued item - 14 May 1953) No change.

25X1A2g

(6) Project [REDACTED] (Training):- (Continued item - 30 April and 7 May) No change.

25X1A2g

(7) Project [REDACTED] (Commo):- Additional proposal required to include fence and other minor items. Firm contract scheduled approximately 1 June 1953.

25X1A6a

(8) [REDACTED] Commo:-

(a) Continued item - 14 May, no change.

(b) Continued item - 14 May, no change.

25X1A6a

(c) Commo Laboratory, [REDACTED]. Letter of Intent with Architect for preparation of plans and specifications, [REDACTED] acting as Contracting Officer, executed. Contract drafted and pending General Counsel's approval.

25X1A6a

Staff study for submission to PRC reviewed and approval recommended (\$245,000.).

Representatives of Div. directing site survey, to include necessary information regards water, sewer, and power. All information to be forwarded to Architect by 25 May 1953.

Schedule: 19 May to 9 June preparation of plans and specifications. 10 to 24 June period for bidding. 25 to 30 June review of bids and contract award (FY 53 funds).

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- 25X1A6a (9) [REDACTED] - (Continued item - 30 April) - No change.
- 25X1A6a b. Real Estate:-
- (1) Use of [REDACTED] (Commo):- (Continued item - 23 April 1953) No change.
- FOIAb3b1 (2) [REDACTED] - Roadway completed. Fencing of area pending security requirements from I&S.
- 25X1A6a (3) Extension of [REDACTED] for use as office space by NEA/DD/P:- (Continued item - 7 May 1953) No change.
- 25X1A6a (4) Installation of vault in I&S, [REDACTED] Pending reply from GSA on continued occupancy of present space.
- (5) Metropolitan Area Warehouse:-
- 25X1A6a (a) [REDACTED] Warehouse:- Lessor contacted for further negotiations on removal and restoration of premises. Lessor is making further engineering study of the situation.
- 25X1A6a (b) [REDACTED] Warehouse:- Follow-up letter written to Lessor requesting meeting be arranged for negotiation of one year lease.
- 25X1A6a (c) [REDACTED] Warehouse:- (Continued item - 14 May) No change.
- 25X1A6a (6) Office space for [REDACTED] - Request followed-up with GSA, Wash., and it was ascertained that discussions of this situation will be held in the [REDACTED] 25X1A6a
- 25X1A6a [REDACTED]
- 25X1A6a (7) Furnishing of leased house at [REDACTED] for NEA:- (Continued item - 30 April 1953) No change.
- (8) [REDACTED]
- 25X1C4a (9) [REDACTED]

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- 25X1A7b (10) [REDACTED]
- 25X1A12a (11) [REDACTED]
- 25X1A6a (12) Quarters for Chief of Station, [REDACTED] FE/DD/P:-
Action completed.
- 25X1A6a (13) Increase of vault area in [REDACTED] 25X1A6a
[REDACTED] RE&C representative visited [REDACTED] and made 25X1A6a
tentative arrangements to continue occupancy of present
space. Upon final determination of occupancy, increase
of vault area will be handled accordingly.
- 25X1A6a (14) Utilization of space in [REDACTED]
[REDACTED] - RE&C representative visited office and
made arrangements for the release of approximately 438
square feet of space to GSA.
- 25X1A6a (15) Lease of Warehouse in [REDACTED] - Letter requesting
termination of leases is to be withheld pending
inspection of area by Chief of Logistics and Chief,
Supply Division.
- 25X1A6a (16) Alterations in [REDACTED] -
GSA requested to make alterations at a cost of
approximately \$1200.
- 25X1A6a (17) Closing out of [REDACTED] FOIAb3b1
RE&C representative closed out the station at a total
cost of \$450. which included removal and shipping of 25X1A6a
equipment, removal and disposal of poles and tower, and
restoration of premises. Equipment due to arrive at [REDACTED]
Warehouse this week.
- 25X1C4a (18) [REDACTED]
- 25X1C4a (19) [REDACTED]
- 25X1A6a (20) Inspection of Office space in [REDACTED]
25X1A6a [REDACTED] RE&C representative visited the Office and
discussed problems relating to utilization, expansion, etc.,
of office space. No particular problems are present in
this Office.

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3. Other items of interest: None.

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4. Special Problems: In view of the numerous projects in progress and the many trips involved which require Travel Orders, it is recommended that Blanket Domestic Travel Orders, as required, be authorized.

	<u>Major Objectives:</u>	<u>Starting Date</u>	<u>Target Date</u>
	a. Establish accountability system for Agency Real Property:-	(Continued item - 7 May) No change.	
	b. Prepare RE&C portion of CIA Regulation, Part 45.	Current - 40% complete.	30 June 1953
25X1A2g	c. Supervise Planning and Construction of:		
	(1) [REDACTED]	Current 40% complete	1 Aug. 1953
FOIAb3b1	[REDACTED]	15% complete construction to commence early June.	1 Dec. 1953
25X1A2g	(3) [REDACTED]	Current - Preliminary Planning	Not established
25X1A2g	(4) [REDACTED]	Current - Preliminary Planning	Not established
	d. Establish Field Inspection Program for Agency Real Property	10% complete	1 Dec. 1953
25X1A6a	Survey [REDACTED] has been started. Representative visited three locations, reports to contain space utilization, condition data and recommendations.		

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25X1A9a

[REDACTED]

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